

**LIST OF DOCUMENTS REQUIRED FOR RELEASE OF 2<sup>ND</sup> OR FINAL  
INSTALLMENTS.**

1. Utilization Certificate in prescribed format 19A,
2. Performa-cum-Achievement Report of Training/Course Programme,
3. Completion Report or Progress Report(format available on [www.mdoner.gov.in](http://www.mdoner.gov.in))  
of Training/Course Programme,
4. List of trainees in prescribed format,
5. Photographs of Training/Course Programme,
6. Feedback form must be signed by Trainees,
7. Original Bills for TA reimbursement with verified by department for
8. Audited Expenditure Statement.
9. Placement details with appointment copy.
10. Selection and Advertisement along with paper cutting and bills
11. Pre-receipt,
12. All above documents must be submitted to Ministry of Development of North  
Eastern Region in both hard and soft (signal pdf format) copy.

PROFORMA FOR DETAILS OF THE TRAINING PROGRAMME

SPONSORED UNDER MINISTRY OF DONER'S "CAPACITY BUILDING & TECHNICAL ASSISTANCE"

NAME OF THE COURSE :  
DURATION OF THE COURSE :  
DATE OF COMMENCEMENT :  
DATE OF COMPLETION :  
NUMBER OF TRAINEES :

S.No	Name of trainee	Department	Designation	Gender	Category (Gen/SC/ST/OBC)	Date of Birth	Qualification	Contact or e-mail	Aadhar Number	Photograph of trainee
1	2	3	4	5	6	7	8	9		10

Signature  
Head of the Department

FORM GFR 19-A

Form of Utilization Certificate for the financial year 2017-18

Sanction No. & Date	Amount
G. .... dated .....	Rs. ....
<b>Total:</b>	

Certified that out of ₹..... grants-in-aid sanctioned during the year 2017-2018 Under Capacity Building & Technical Assistance scheme of Ministry of Development of North Eastern Region vide Sanction Order No.....dated..... , a sum of ₹..... only has been utilised for which it was sanctioned and that the balance of ₹..... remaining unutilized as on .....

Certified that I have satisfied myself that the conditions on which the grants-in-aid was sanctioned have been duly fulfilled and that I have exercised the following checks to see that the money was actually utilized for the purpose for which it was sanctioned.

Kinds of checks exercised:

- I.
- II.

Utilization Certificates furnished

Signatures.....

Head (Finance & Accounts)

Signatures.....

Mission/Programme Director

As per our checking of relevant books of accounts and vouchers:

**Auditors/CA**

**CERTIFICATE AS PER RULE 209 (1) OF GFR 2005**

It is certified that \_\_\_\_\_  
\_\_\_\_\_ (name of organization) has not  
obtained or applied for grants for the same purpose or activity from any other  
Ministry or Department of the Government of India or State Government.

Signature

Name

Designation

Rubber Stamp

Place:

Date



Total								
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11. No. of dropouts and reasons
12. Remarks and suggestion of the institution

**II. Financial**

13. Releases and Utilisation Certificates

Sanction order No. and Date	Total Amount Sanctioned	Release			Utilisation Certificate	
		Order No.	Date	Amount	Date of certificate	Amount

14. Future requirement of funds

Date:

Signature of authorized person

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